



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 07

- OPEN TO:** All Qualified Candidates
- POSITION:** Consular Fraud Prevention Assistant, FSN – 5; FP- 9
Depending on qualifications and experience,
incumbent may be hired at a trainee grade.
- OPENING DATE:** February 6, 2006
- CLOSING DATE:** February 20, 2006 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of a Consular Fraud Prevention Assistant for its Fraud Prevention Unit in the Consular Section.

BASIC FUNCTION: The incumbent is responsible for maintaining all unit files and electronic data bases. Scans important documents into electronic files. Conducts simple investigations and writes reports.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Maintain unit files and electronic data bases on open FPU cases and on general fraudrelated information, including archives. Pulls files for review by officers and other consular section staff. Maintains exemplar files of documents.
- ✚ Enters new cases into various data bases, updates files as new information is made available, and closes cases upon completion.



- ✚ Conducts simple investigations and writes investigation reports.
- ✚ Scans required documents into files.
- ✚ Acts as an interpreter.

QUALIFICATIONS REQUIRED:

1. **Education:** University degree in any discipline.
2. **Language Proficiency:** Level III (Good working knowledge) spoken and written in English & Bangla. English language proficiency will be tested at the time of selection.
3. **Prior Work Experience:** 1-3 years of administrative support experience. General experience in investigative work is preferred.
4. **Knowledge:** General knowledge of local law and regulations regarding matters of personal status, such as births, death, marriages, divorces, etc. A good working knowledge of documentary sources of information and familiarity with local laws and customs, especially related to marriages, divorces, and adoption.
5. **Skills and Abilities:**
 - ✚ Work independently on records maintenance.
 - ✚ Draft reports in acceptable English.
 - ✚ Proficient with MS Office, experience with MS Access is desirable.
 - ✚ Maintain contacts at the working level.
 - ✚ Discretion in the handling of sensitive and privileged information.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.



ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either **By Hand with No Envelope** or **FAX at 9887825**. Blank application forms are available at **Gate-1 (Reception booth)** and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**



Application Form.doc

2. **Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated **OF-612 (Application for Federal Employment)**. A copy is also attached hereto for your convenience.**



OF-612.doc



Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY a complete and up-to-date application form with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212**

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2521

Fax # 9887825

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*



The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: CONS: FMO: MGT/C